JOB DESCRIPTION

POSITION: Race Day Host/Hostess

LOCATION: Horse Racing New Brunswick

STATUS: Event Based – Hourly

DATE TO OFFER : March 01, 2009

GENERAL RESPONSIBILITIES:

- Live race day interactions with customers and fans.
- Communication with management, staff, supervisors, Industry representatives, fans and customers.
- Understanding and delivery of racing terminology, how to wager, programs, initiatives, promotions and prizing.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
    - Communicate and work with general public with attention to detail and immediate follow up.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Live and Simulcast racing promotion;
- Reports to the Director of Marketing and Promotions;
- Responsible for assisting in the organization of special functions, setting-up of dining rooms and other racing facilities, welcoming customers, monitoring service, handling customer complaints, assisting groups, and communicating wagering items, specials, and new products to customers and staff.
- Must wear HRNB attire when on site.
- Perform other duties as requested.